

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **CHIEF, OFFICE OF GOODS MOVEMENT AND SYSTEM PLANNING
(PENDING DIVISION OF HUMAN RESOURCES APPROVAL OF A REORGANIZATION)**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **FEBRUARY 22, 2010**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Division of Transportation Planning, a CEA III, the Supervising Transportation Planner is responsible for developing and implementing the Department's goods movement and system planning program. This includes goals, policies, strategies and programs, and the analysis of critical mobility, land use, economic, and environmental issues impacting the transportation system and trade. The incumbent is also responsible for federal and state leadership and coordination, in the development of federal and state legislation and policy, and the conduct of key studies of critical national, statewide, and interregional significance. Responsibilities include, but are not limited to:

- Directs and manages the overall implementation of the Department's transportation system and goods movement planning efforts, including the following activities:

- Through partnership with key representatives of other state, federal, regional and local agencies, the private sector, and other department divisions and districts, develops and seeks to fulfill or implement the Department's system planning and goods movement goals, policies, strategies, programs and performance objectives in conformance with the Governor's Strategic Growth Plan and the Department's strategic plan and policies.
- Manages the preparation of key guidance and analysis to provide direction for transportation system planning in California. This includes the analysis of various mobility and environmental issues, such as air quality and climate change, that directly affects the planning, programming and implementation of transportation improvements. This also includes the analysis of national and international trade trends for their impacts on the State's seaports, airports, border crossings, and on the general transportation network.
- Supports the identification and programming of capital projects and operational improvements, including those that may be funded through the State Transportation Improvement Program, the Trade Corridor Improvement Fund (TCIF) Program, the State Highway Operations and Protection Plan and other programs.
- Manages the TCIF Program and Corridor System Management Plans working in cooperation with the Department's Proposition 1B Bond Program, other Departmental units and California Transportation Commission, regional agencies to deliver outcomes established for the programs.
- Engages national stakeholders (e.g., U.S. Department of Transportation, the American Association of State Highway and Transportation Officials, and the Transportation Research Board) in federal legislative and national research efforts to expand system planning and goods movement issue identification and understanding, a menu of response strategies, funding and successful project implementation. Participation in major goods movement projects and studies of national and statewide significance, including the National Interstate 10 Freight Corridor Study (and Coalition) and the West Coast Corridor Coalition. Works in cooperation with the Department's research program and other Department units to achieve outcomes that foster long-term mobility, efficiency, and environmental quality/sustainability.
- Directs, manages, and provides program guidance, oversight and support to those districts and headquarters units that are resourced with Goods Movement and System Planning program resources, including program objectives and expectations. Receives work-plans and progress reports. Provides policy and technical assistance.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

Or II

Experience: Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

KNOWLEDGE AND ABILITIES

Knowledge of: Department's budgeting process; Department's Equal Employment Opportunity Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation.

Ability to: Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to the Department's safety, health, labor relations, and Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

Only the most qualified candidates will be interviewed. In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to effectively lead, supervise, direct and manage an office of varied professional and technical staff.
- Demonstrated knowledge and experience in examining existing policy and seeking new and more efficient ways of conducting business.
- Demonstrated knowledge and experience in developing and sustaining cooperative work relationships both internal and external departments.
- Demonstrated communications expertise, including developing and delivering presentations.
- Demonstrated knowledge to meet the goals and objectives of the Department's mission statement and the strategic plan.
- Demonstrated knowledge of the Department's project delivery processes related to the planning programs.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successful application of motivational and negotiating skills.
- Demonstrated ability to establish and maintain cooperative working relationships with state, federal and local agencies, industry advocacy groups, and the business community.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. **The application should specify the classification; position title and the MSP number 10MSP01.**
- No faxed or e-mail applications will be accepted.

- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **FEBRUARY 22, 2010**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Liz Ochoa (10MSP01)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.